

Caroline Detention Facility

Full Time Housekeeper

Responsible for maintaining the cleanliness and sanitation of the Caroline Detention Facility while ensuring safety, security and environmental standards are met.

Schedule

Monday – Friday

7:00 a.m. – 3:30 p.m.

(Flexible)

Duties and Responsibilities

Maintain a high standard of cleanliness in designated areas of the facility; Conduct basic cleaning tasks, from floor to ceiling, including trash removal; Carry out heavy cleansing tasks and special projects as scheduled; Follow all health and safety regulations; Maintain cleaning closets in a neat and orderly manner; Ensure cleaning equipment is in proper working order; Notify supervisor of occurring deficiencies or needs for repairs; Enter work orders in system; Maintain stock of supplies; Accurately complete chemical logs in a timely manner; May be required to work after special events or other facility functions; Adhere to all policies and procedures of the Caroline Detention Facility; and Other duties as assigned.

Education/Experience

High school diploma or equivalent; Proven working experience as a housekeeper/custodian; Knowledge of cleaning chemicals, supplies, and equipment; Familiarity with Safety Data Sheets; Experience in a correctional setting a plus.

Licenses and Certificates

Valid Virginia Driver's License

Other

Mobility to walk, run, stoop, bend; ability to climb stairs and ladders; ability to lift 25 pounds; capable of working under stressful conditions, in high and low temperatures, and around dust, odors, and noise; possess a heightened level of awareness and attention to detail; must be adept at time management and work independently with little or no supervision; and ability to report for work on time as scheduled.

To Apply

Send completed Employment Application, Background Information Release, and a copy of your resume to jobs@carolinedf.org, or mail to Caroline Detention Facility, ATTN: Human Resources, P.O. Box 1460, Bowling Green, VA 22427. Employment forms are available at carolinedf.org/employment.